

V P M P

Votkinsk Portal Monitoring Program

Contract Data Requirements List
Sequence Number A002-002
SOW Paragraph 3.1.3.4
(Contractor's Format)

Medical Support Plan

SUBMITTED BY
Hughes Technical Services Company
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LIST OF ACRONYMS
CDRL A002

Acronyms

CDRL
CPR
CXR
DCC
FPM
FOE
HAZMAT
HCP
HCU
HTSC
IOM
OSIA
PM
PMO
P & P
PPD
MSDS
RIS
SOW
TB
TBD
Tech Doc
TLD
TR
USG
VOPs
VOT
VPM
VPMF

Definitions

Contract Data Requirements List
Cardio-Pulmonary Resuscitation
Chest X-ray
Data Collection Center
Facilities Periodic Maintenance
Field Office Europe (HTSC)
Hazardous Material(s)
Health Care Provider
Health Care Unit
Hughes Technical Services Company
Inspection Operations Monitoring Division
On Site Inspection Agency
Preventive Maintenance
Program Management Office
Policy and Procedure
Purified Protein Derivative
Material Safety Data Sheet
Radiographic Imaging System
Statement of Work
Tuberculosis
To be determined
Technical Document
Thermo luminescent Dosimeter
Training Record
United States Government
VPMF Operating Procedures
Votkinsk
Votkinsk Portal Monitoring
Votkinsk Portal Monitoring Facility

CDRL A002 Medical Support Plan

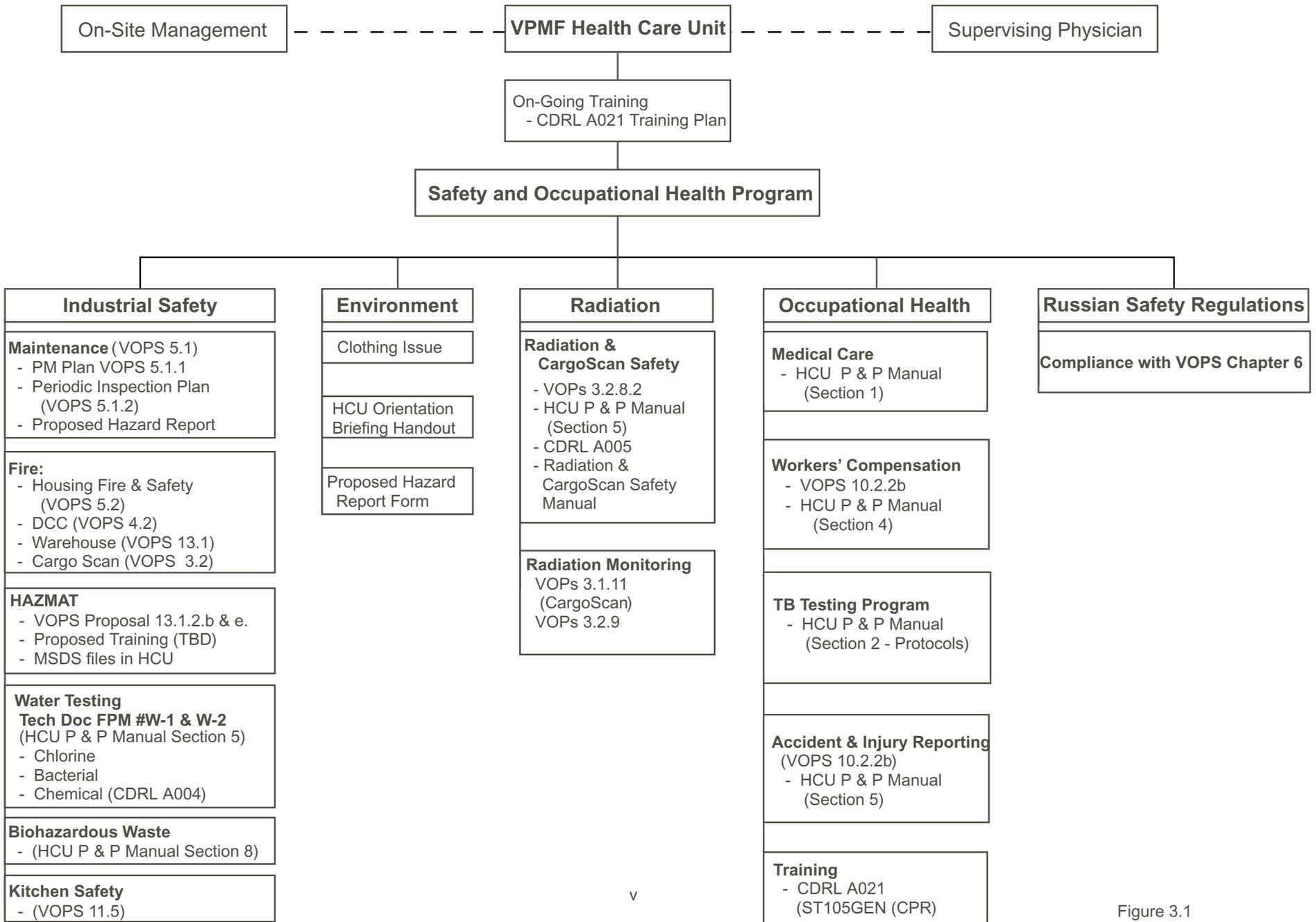


Figure 3.1

CDRL A002 Medical Support Plan
Subtitle: Safety and Occupational Health Plan

1.0 INTRODUCTION

The Medical Support Plan is administered as the Safety and Occupational Health Program as set forth in the Statement of Work (SOW 3.1.3.4). It includes five major subdivisions, Industrial Safety, Environment, Radiation, Occupational Health, and Russian Safety Regulations. Each subdivision is further divided into elements covered in the specific area. Many manuals and documents exist to provide detailed instructions for each element. These manuals and documents include the VPMF Operating Procedures (VOPs), the Health Care Unit Policy & Procedure Manual (HCU P&P Manual), Preventive Maintenance Schedules (PMs), and Training Records (TR).

2.0 SCOPE

The primary objectives are to provide a safe and healthy work environment, identify potential hazards, report those hazards, define corrective measures, provide training in established areas, and provide associated health care needs.

3.0 STRUCTURE

3.1 Functional Organization

Figure 3.1 displays the Safety and Occupational Health Plan structure. The VPMF Health Care Unit works closely with the On-Site Management team and the Supervising Physician to carry out the Safety and Occupational Health Plan. The Program Management Office sets forth guidelines and training to carry out the functions of the Plan. The Site Manager has ultimate responsibility for the compliance of site personnel following the guidelines established under the Safety and Occupational Health Plan. Each subdivision contains specialized instructions and details as related to the Plan. Figure 3.1 identifies manuals and sections that cover aspects of each area. Instead of reproducing each section in its entirety, each manual should be consulted for in-depth information about specific elements of the program.

3.2 Plan Subdivisions

3.2.1 Industrial Safety

Industrial Safety is further subdivided into areas of Maintenance, Fire, Hazardous Materials, Water Testing, Biohazardous Waste Handling, and Kitchen Safety. Each subdivision contains detailed instructions, files, procedures, and plans listed in various sections, primarily the VOPs and VPMF Health Care Unit Policy and Procedure Manual. The technical staff administers the Preventive Maintenance Plan, with input from the Health Care Unit when biomedical, biomechanical or bioelectrical equipment is involved.

3.2.1.a. Maintenance

Quarterly walk-through inspections are done in conjunction with the existing facilities PM schedule. The walk-through inspection will be conducted by a member of the VPMF Health Care Unit with assistance from the technical staff. Walk-through inspections will also be attended by the HTSC Site Manager and the USG Site Commander. An inspection will be conducted on each building at the VPMF, including the living quarters, Roosevelt building, warehouse (to include the sauna), and the technical zone (the DCC and the CargoScan system). The purpose of the inspection will be to detect the existence of any actual or potential unsafe or dangerous conditions (mechanical, electrical, fire safety, biochemical or hazardous material). Any conditions found to be unsafe or hazardous will be documented on a Hazard Observation Report. The reports will be reviewed by all members of the inspecting party immediately upon a completion of an inspection. Recommendations for follow-up corrective action will then be developed. On a quarterly basis the Hazard Observation Reports will be reviewed, and the status of follow-up or resolution will be documented.

In addition to the Hazard Observation Reports an Accident/Injury Incident Report will be completed on all accidents or injuries that occur during rotation duties, or while on site during work or recreational activities. The Accident/Injury Incident Reports will be reviewed by the Health Care Provider and the Site Management. A report including quarterly statistics, trends, corrective measures, and outcomes will be sent to the Program Management Office on a quarterly basis, and relevant information from these reports will be discussed with OSIA/IOM.

3.2.1.b. Fire

Fire safety instructions are covered in several areas of the VOPs. Refer to the following VOPs Sections for each area:

Housing fire and safety guidelines are detailed in VOPs Section 5.2.

Data Collection Center (DCC) Fire and Safety instructions are found in Sections 4.2.1 (Fire System), and 4.2.2 (Response to Fire Alarm).

Warehouse Fire and Safety Procedures are detailed in Section 13.1.1 (Fire Safety), and Section 13.1.2 (Safety Regulations).

CargoScan Fire and Safety Procedures are detailed in Section 3.2 in the VOPs.

3.2.1.c. Hazardous Materials Storage and Handling (HAZMAT)

Hazardous materials handling and storage will require on going updates. Training and certification of a Logistician and a member of the Health Care Unit and/or Technical Staff is proposed. Additional VOPs guidance are proposed for Section 13.1.2.b and e.

Material Safety Data Sheets (MSDS) for hazardous materials encountered on site are kept on file in the VPMF Health Care Unit. The MSDS are provided by the manufacturer of the potentially hazardous materials, and shipped with the materials to site. FOE and PMO logisticians are instructed to include the MSDS with any new item, or any item not shipped in its original carton.

3.2.1.d. Water Testing

Chemical and Bacterial water testing requirements and procedures are addressed in Section 5 of the HCU Policy and Procedure manual and in CDRL A004. Treated (Roosevelt building) and non-treated water samples are sent out on a quarterly basis. This water is tested for safe levels of chemicals,

minerals, and potential inorganic and organic toxins. Bacterial testing for coliform bacteria and E. Coli is also performed on a quarterly basis. Results from these tests are sent to PMO with copies going to OSIA/IOM and the VPMF Health Care Unit. The VPMF HCU provides copies of the chemical testing results to site management for distribution to the Russians.

Additionally, the HCU is responsible for oversight of the chlorination of Roosevelt water. The HCU staff works closely with the facilities maintenance technicians to maintain the automatic chlorination systems in the Roosevelt building. The HCU staff monitors the chlorine levels in the Roosevelt water three times a week to ensure that adequate chlorination is maintained and hazardous levels are not achieved. Specific instructions for the chlorination maintenance and monitoring can be found in the Facilities Preventative Maintenance Folder #W-1 and W-2, Technical Document Folder. Records are maintained in the HCU.

3.2.1.e. Infection Control and Biohazardous Waste

Procedures for the disposal of potentially infectious and biohazardous waste as well as precautions and procedures to be followed by health care workers to minimize exposure to potentially contaminated blood or body fluids are described in detail in Section 8 of the HCU Policy and Procedure Manual. Biohazardous waste is any waste that is harmful or potentially harmful to man, other species, or the environment. All waste that meets this definition is packaged and labeled in accordance with American standards and backhauled to Frankfurt for appropriate disposal. Exposure hazards can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels, and other provisions.

3.2.1.f. Kitchen Safety

Specific policies and procedures for Kitchen and Food Service safety are addressed in Section 11.5 (Safety, Sanitation, and Inspections) of the VOPs. Written guidelines are posted related to the proper attire and hygiene for personnel working full-time or occasionally in the kitchen area. Hand washing procedures are accomplished according to written guidelines posted on the signs. The kitchen area contains automatic and manual fire suppression systems. These systems are also addressed in the VOPs. To prevent the potential spread of contamination through food and kitchen materials, employees receive vaccinations for Hepatitis A and B as well as participate in the annual tuberculosis screening. The HCU staff can quarantine chefs or other individuals from the kitchen area in the event of current or suspected contamination with infectious diseases. New personnel will receive training in food sanitation and adhere to all written kitchen policies and procedures before being assigned kitchen duties.

3.2.2 Environment

3.2.2.a. Clothing Issue

All personnel being deployed to VPMF for permanent or temporary duty will receive from the OSIA a clothing issue for the severe winters as well as outer wear that is required to be worn during monitoring and inspection duties. These items will be issued prior to deployment. The HCU recommends that all individuals receive personally issued thermal underwear and balaclavas in addition to the standard outwear issued. These additional items would not be returned to OSIA at the termination of the individual's assignment.

3.2.2.b. Health Care Unit Orientation and Briefing

Potentially hazardous environmental conditions can occur during any of the four seasons in Russia. During Spring and Fall, personnel may encounter Winter or Summer conditions. During initial orientation to the VPMF, all individuals will receive an orientation to the Health Care Unit, which includes a seasonal safety briefing. Handouts on clothing and accessories available on site and seasonally appropriate preventive measures and concerns will be distributed and discussed during this orientation.

3.2.2.c. Hazard Report

A proposed Hazard Report Form will be developed to help identify potential hazards and will be used as part of the Industrial Safety Maintenance Inspection Plan. In addition to being completed during the quarterly walk through inspections, Hazard Report Forms may be completed by anyone who identifies a potential hazard on-site at any time. Completed reports will be routed via the VPMF Health Care Unit and reviewed with Site Management. If an identified hazard is easily corrected, action will be taken immediately. At a minimum, these reports will be reviewed on a quarterly basis with recommendations for and results of corrective action identified.

3.2.3 Radiation

3.2.3.a. Radiation and CargoScan Safety

Policies regarding Radiation and CargoScan safety instruction can be found in VOPs 3.2.8.2 (Radiation/Safety Instruction) and in the Training Plan (CDRL A021). A comprehensive review of radiation exposure hazards, prevention, and monitoring has been developed and included in the Radiation and CargoScan Safety Training Manual. New personnel (temporary and permanent) will receive a copy of this manual during initial site orientation. The technical staff providing DCC, RIS and CargoScan safety briefings will be responsible for providing these booklets to orientees and to instruct them to read the applicable sections. After this orientation is completed and the material has been read, individuals are to complete a 15 item true false quiz (Section 2 of the manual) and return it to the HCU staff. Questions missed on this quiz will be reviewed individually by a HCP with each orientee. A record documenting the completion of this training will be maintained in the individual's file. These manuals are to be kept in the DCC at all times so that they are available for review as necessary.

3.2.3.b. Radiation Monitoring

Policies and procedures for monitoring of radiation exposure levels can be found in VOPs 3.2.9 (Radiation Monitoring System for CargoScan Personnel). Radiation exposure is monitored through the use of individual TLD badges worn at all times, personal dosimeters worn during CargoScan operations, dosimeters placed throughout the exclusion area during CargoScan testing and operations, and periodic exposure measurements conducted by the Russians. Cumulative exposure reports are received on a quarterly basis and results are available to individuals upon request. Any person exposed to reportable levels of radiation will be notified. Correct procedures for the handling and wearing of dosimeters and TLD badges are covered during orientation (see 3.2.3.a). TLD badges must be turned in at FOE at the end of a rotation before reports can be generated. Lost TLD badges must be reported to a HCP immediately. Reports provided by the Russians detailing exposure levels throughout the exclusion area are posted in the Roosevelt bulletin board area when received.

3.2.4 Occupational Health

3.2.4.a. Medical Care

The occupational health plan includes preventive and monitoring practices related to work and environmental hazards at VPMF. This program incorporates aspects of CDRL A003, Policies and Procedures for On-Site Medical Care, and is designed to protect all VPMF personnel from potential workplace hazards. Specifics related to vaccinations, TB testing and workman's compensation insurance are discussed in CDRL A003 under the heading "SCOPE".

3.2.4.b. Workers' Compensation Program

Workers' Compensation is an important aspect of the Safety and Occupational Health Plan and is further described in the Health Care Unit Policy and Procedures Manual Section 4. Reports must be filed by the employee within 24 hours of any accident or injury (including recreational or sports activities) incurred during rotation or while on site or claims may not be honored. Most dental problems will not be covered under workers' compensation. The VPMF Corporate Nurse Liaison in California along with the HTSC Human Resources personnel in Herndon, VA assist the on-site Health Care Provider in the administration of this program. Active duty military personnel are not covered by Worker's compensation, but are covered by their normal military insurance plan for all illnesses, injuries and accidents occurring en route to/from or while at the VPMF.

3.2.4.c. TB Exposure Testing Program

A TB Exposure Testing Program following a signed protocol by the Supervising Physician will be administered bi-annually. All on-site contractor personnel will be required to undergo tuberculosis screening at least annually unless otherwise directed by the Supervising Physician. Any new PPD converter will be referred for a Chest X-ray and medical evaluation with written recommendation for appropriate follow-up care and treatment (annual CXR, medication, or further laboratory studies). The Supervising Physician will be responsible for final treatment decisions.

3.2.4.d. Accident and Injury Reporting

An accident and Injury Reporting Plan has been developed to identify and track safety issues in conjunction with the Hazard Observation Report listed under Maintenance of the Industrial Safety subdivision. An Accident and Injury Incident Report will be completed for all accidents or injuries sustained during rotation duties and while on site performing duties or recreational activities.

3.2.4.e. On-Site Training

The Health Care Unit will provide training to VPMF personnel as detailed in the VPMF Training Plan, CDRL A021 (ST105GEN).

3.2.5 Russian Safety Regulations

All Russian Safety Regulations will be complied with by US Government and contractor personnel while in country. Chapter 6 of the VOPs contains basic provisions, instructions, requirements to be followed while on site, during monitoring and inspection duties, and during leisure time and travel.